

ATTACHMENT A

SCHEDULE OF DOCUMENTS - FOI-2518

Document No.	Date	Pages	Description	Decision on access <sup>1</sup>	Exemption/s
1	13 March 2020	3	Order for Legal Services - Coronavirus (COVID-19) - Contracts for Goods and Services	RIE	Section 22 Section 47F
2	20 April 2021	2	Order for Legal Services - COVID-19 Care App	RIE	Section 22 Section 47F
3	5 June 2020	2	Order for Legal Services - Advice on privacy issues relating to COVIDSafe App data	RIE	Section 22 Section 47F

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<sup>1</sup> RIE - Release with irrelevant and exempt information removed.

# Schedule 6 – SON3622041

<b><u>Order for Legal Services</u></b>	
<b>Agency Order Information</b>	
<b>Matter Title:</b>	Coronavirus (COVID-19) - Contracts for Goods and Services
<b>Agency:</b>	Department of Health
<b>Agency File Reference:</b>	LEX 36334
<b>Agency Purchase Order:</b>	4500136521
<b>Order Commencement Date and Term</b>	
<b>Order Commencement Date:</b>	13 March 2020
<b>Order Term and Extensions:</b>	<p>This Order will remain in force until <b>30 June 2020</b></p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>
<b>Variation Details</b>	This order is being increased in value from \$148,588.00 to \$297,176.00 GST Inclusive
<b>Timeframes / Milestones</b>	Not applicable
<b>Statement of Work</b>	
<b>Area of Law:</b>	Corporate and Commercial
<b>Practice Area (if any):</b>	Procurement and Tendering and General Contract Law
<b>Detailed Statement of Work:</b>	<p>The Legal Service provider will undertake but is not limited to the following services:</p> <p>Legal advice and assistance with the drafting and administering of a number of Contracts and Grant Agreements for the Agency to use in purchasing, or making grants for the acquisition and supply of various goods and services associated with the Government's response to the COVID-19 outbreak.</p>
<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order:</p> <ul style="list-style-type: none"> <li>• s 47F</li> </ul>

## Order for Legal Services

	Any changes to Nominated Personnel must be approved in writing by the Agency prior to the change occurring.												
<b>Fees and Disbursements</b>	<p>The maximum amount payable under this Order is <b>\$297,176.00</b> GST inclusive broken down as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Professional Fees</td> <td style="width: 50%;">\$297,176.00</td> </tr> <tr> <td>Disbursements</td> <td>NIL</td> </tr> <tr> <td>Counsel</td> <td>NIL</td> </tr> </table>	Professional Fees	\$297,176.00	Disbursements	NIL	Counsel	NIL						
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Disbursements	NIL												
Counsel	NIL												
<b>Additional Terms:</b>	<p>When the work completed reaches 80% of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at <a href="mailto:lsb.purchaseorders@health.gov.au">lsb.purchaseorders@health.gov.au</a>, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
<b>Confidential Information</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 70%;">Agency Confidential information</th> <th style="width: 30%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td>Agency data</td> <td>Indefinitely</td> </tr> <tr> <td>Any Personal Information held by the Agency</td> <td>Indefinitely</td> </tr> <tr> <td>Security Classified Information</td> <td>Indefinitely</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">The Legal Services Provider Confidential information</th> <th style="width: 30%;">Period of Confidentiality</th> </tr> </thead> <tbody> <tr> <td>None Specified</td> <td></td> </tr> </tbody> </table>	Agency Confidential information	Period of Confidentiality	Agency data	Indefinitely	Any Personal Information held by the Agency	Indefinitely	Security Classified Information	Indefinitely	The Legal Services Provider Confidential information	Period of Confidentiality	None Specified	
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<b>Other Requirements</b>	Not applicable												
<b>Agency Information</b>													
<b>Agency Representative:</b>	<p><b>Name:</b> s 22</p> <p><b>Email:</b> s 22</p> <p><b>Telephone:</b> s 22</p>												
<b>Agency Address for Invoices:</b>	<p>Invoices must include the LEX number and the Purchase Order number relating to this matter.</p> <p>Invoices to be sent to <a href="mailto:apinvoices@health.gov.au">apinvoices@health.gov.au</a> (attention s 22) with a copy to <a href="mailto:legal.services.branch.invoices@health.gov.au">legal.services.branch.invoices@health.gov.au</a> to ensure prompt payment of invoices.</p> <p>Invoices are to be raised monthly in arrears.</p>												

**Order for Legal Services**

***Legal Services Provider Information***

**Legal Services Provider Representative:**

**Name:** s 47F

**Email:** s 47F

**Telephone:** s 47F

**Legal Services Provider Address for Notices:**

**Postal Address:** Level 1, Maddocks House 40 Macquarie Street Barton ACT 2600

**Email:** s 47F

THIS DOCUMENT HAS BEEN RELEASED UNDER  
THE FREEDOM OF INFORMATION ACT 1982  
BY THE DEPARTMENT OF HEALTH

# Schedule 6 – SON3622041

<b><u>Order for Legal Services</u></b>									
<b>Agency Order Information</b>									
<b>Matter Title:</b>	COVID-19 Care App								
<b>Agency:</b>	Department of Health								
<b>Agency File Reference:</b>	LEX 36564								
<b>Agency Purchase Order:</b>	4500137038								
<b>Order Commencement Date and Term</b>									
<b>Order Commencement Date:</b>	20 April 2020								
<b>Order Term and Extensions:</b>	<p>This Order will remain in force until <b>31 May 2020</b>.</p> <p>The Agency may in its sole discretion extend the Initial Term of this Order for a further period or periods, up to 12 months, on the same terms and conditions of this Order, by giving at least 1 month's prior written notice to the Legal Services Provider (or such shorter period of notice as is agreed with the Legal Services Provider), prior to end of the Initial Term of this Order.</p>								
<b>Variation details:</b>	Not applicable								
<b>Timeframes / Milestones:</b>	Not applicable								
<b>Statement of Work</b>									
<b>Area of Law:</b>	Public Law								
<b>Detailed Statement of Work:</b>	<p>The Legal Service provider will undertake but is not limited to the following services:</p> <ul style="list-style-type: none"> <li>- prepare a privacy impact assessment in relation to the proposed introduction of a new Application to assist with COVID-19 contact tracing;</li> <li>- provide associated advice and assistance</li> </ul>								
<b>Nominated Personnel:</b>	<p>The following Nominated Personnel will be providing Services under this Order:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position</th> </tr> </thead> <tbody> <tr> <td>s 47F</td> <td>s 47F</td> </tr> <tr> <td>s 47F</td> <td>s 47F</td> </tr> <tr> <td>s 47F</td> <td>s 47F</td> </tr> </tbody> </table> <p>Any changes to Nominated Personnel must be approved in writing by the Agency prior to the change occurring.</p>	Name	Position	s 47F					
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## Order for Legal Services

<b>Fees and Disbursements:</b>	<p>The maximum amount payable under this Order is <b>\$50,930.00</b> GST inclusive broken down as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Professional Fees</td> <td>\$50,930.00</td> </tr> <tr> <td>Disbursements</td> <td>Not applicable</td> </tr> <tr> <td>Counsel Fees</td> <td>Not applicable</td> </tr> </table>	Professional Fees	\$50,930.00	Disbursements	Not applicable	Counsel Fees	Not applicable						
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<b>Additional Terms:</b>	<p>When the work completed reaches <b>80%</b> of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- advise the Agency in writing at <a href="mailto:lsb.purchaseorders@health.gov.au">lsb.purchaseorders@health.gov.au</a>, and</li> <li>- indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>												
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<b>Agency Representative:</b>	<p><b>Name:</b> s 22</p> <p><b>Email:</b> s 22</p>												
<b>Agency Address for Invoices:</b>	<p>Invoices must include the LEX number and the Purchase Order number relating to this matter. Invoices to be sent to <a href="mailto:apinvoices@health.gov.au">apinvoices@health.gov.au</a> (attention s 22) with a copy to <a href="mailto:legal.services.branch.invoices@health.gov.au">legal.services.branch.invoices@health.gov.au</a> to ensure prompt payment of invoices. Invoices are to be raised monthly in arrears.</p>												
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<b>Legal Services Provider Representative:</b>	<p><b>Name:</b> s 47F</p> <p><b>Email:</b> s 47F</p>												
<b>Legal Services Provider Address for Notices:</b>	<p><b>Postal Address:</b> Level 1 Maddocks House, 40 Macquarie Street Barton ACT 2600</p>												



## Order for Legal Services

This Order is made under the Legal Services Memorandum of Understanding with the Australian Government Solicitor.

Description	Details						
<b>Matter Title</b>	Advice on privacy issues relating to COVIDsafe App data						
<b>AGENCY file reference</b>	LEX 36815						
<b>AGENCY purchase order</b>	4500138110						
<b>AGENCY Instructing Officer</b>	Name: s 22 Position: Principal Lawyer Email: s 22						
<b>AGS Contact</b>	Name: s 47F Position: Senior Executive Lawyer s 47F						
<b>Work Specifications for Legal Services</b>	<b>The Service Provider will undertake but is not limited to the following services:</b> Provision of advice on Privacy issues related to the collection, holding and destruction of COVIDsafe App Data						
<b>Category of Services</b>	<input type="checkbox"/> Tied <input checked="" type="checkbox"/> Non-tied						
<b>Commencement Date</b>	5 June 2020						
<b>Order Term</b>	This Order will remain in force until <b>30 June 2020</b>  The Agency may in its sole discretion extend the term of this Order beyond the initial term for a further period or periods, up to a maximum of 12 months on the same terms and conditions of this Order, by giving written notice to the Service Provider prior to end of the initial term of this Order.						
<b>Variation details</b>	Not applicable						
<b>Timeframes / Milestones</b>	Not applicable						
<b>Fees and Disbursements</b>	The maximum amount payable under this Order is <b>\$10,000.00</b> GST exclusive, broken down as follows: <table border="1" data-bbox="491 1666 1257 1825"> <tbody> <tr> <td>Professional Fees</td> <td>\$10,000.00</td> </tr> <tr> <td>Disbursements</td> <td>Not applicable</td> </tr> <tr> <td>Counsel</td> <td>Not applicable</td> </tr> </tbody> </table>	Professional Fees	\$10,000.00	Disbursements	Not applicable	Counsel	Not applicable
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Disbursements	Not applicable						
Counsel	Not applicable						
<b>Invoices</b>	Invoices are to be submitted by the first business day of each month to <a href="mailto:apinvoices@health.gov.au">apinvoices@health.gov.au</a> copy to <a href="mailto:legal.services.branch.invoices@health.gov.au">legal.services.branch.invoices@health.gov.au</a> (attention s 22)  Invoices must include the LEX number and the Purchase Order number to ensure prompt payment.						

<p><b>Additional terms</b></p>	<p>When the work completed reaches <b>80%</b> of the maximum amount payable as specified in this Order, the Legal Services Provider must:</p> <ul style="list-style-type: none"> <li>- Advise the Agency in writing at <a href="mailto:lsb.purchaseorders@health.gov.au">lsb.purchaseorders@health.gov.au</a>, and</li> <li>- Indicate if the work will be completed within the agreed amount/ time frame.</li> </ul> <p>All variations must be approved by the Agency and a revised Order issued prior to the commencement of further work. <b>Failure to do so may result in non-payment of unapproved work.</b></p>
<p><b>Additional Requirements</b></p>	<p>Not applicable</p>

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